



LEDBURY TOWN COUNCIL

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11 June 2021

Dear Councillor

You are summoned to attend an extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Wednesday, 23 June 2021 at 7.00 pm in the Burgage Hall, Church Lane, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Dan Vesma

Councillor Dan Vesma
Town Mayor

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

A G E N D A

1. Apologies

2. Declarations of Interests

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

3. To approve and sign as a correct record the minutes of the Meeting of Council held on 22 April 27 May 2021 (Pages 1879 - 1890)

4. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting"

5. **To Receive motions presented by Councillors in accordance with Standing Order 9 (Pages 1891 -1892)**

Motion received from Council Harvey

Proposal for Civic Protocol - Appointment of the Mayor

MINUTES

6. **To receive and note the minutes of an extraordinary meeting of the Finance, Policy & General Purposes Committee held on 9 June 2021 and to give consideration to any recommendations therein (Pages 1893 - 1902)**
7. **To receive and note the minutes of a meeting of the Economic Development & Planning Committee held on 10 June 2021 and to give consideration to any recommendations therein (Pages 1903 - 1907)**
8. **Co-option Policy (Page 1908)**
9. **To receive the Annual Governance and Accountability Return for 2020/21 (To follow)**
10. **Date of next meeting**

To note that the next meeting of Full Council will be the annual general meeting is scheduled for 4 July 2021

Distribution: - Full agenda reports to all Councillors (10)

Agenda reports excluding Confidential items to Local Press (2)

**MINUTES OF THE EXTRAORDINARY MEETING
OF THE FULL COUNCIL HELD ON
THURSDAY 22 APRIL 2021
VIA ZOOM**

PRESENT: Councillors Bannister, Chowns, Harvey, Hughes, Howells, Knight, Manns, Morris, Troy, Whattler, Vesma (Chair)

IN ATTENDANCE: The Town Clerk – Angela Price

C345 APOLOGIES

Apologies were received from Councillor Eakin and Treanor.

C346 DECLARATION OF INTERESTS

None received.

C347 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 1ST AND AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 6TH APRIL 2021

Members were asked to approve as a correct record, the minutes of the meeting of Full Council held on 1ST and the Extraordinary meeting of 6th of April 2021.

RESOLVED:

That the minutes of the meeting of Full Council held on 1 and Extraordinary meeting 6 April 2021 be approved and signed as correct record.

C348 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

None received.

C349 TO GIVE CONSIDERATION TO AND APPROVE THE FOLLOWING DOCUMENTS IN RELATION TO THE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) 2021

Notes to Consider in relation to the Public Consultation Issues
Issues & Options – Version 9
Issues & Options Explanatory Leaflet – Version 9
Issues & Options Questionnaire – Version 9

Councillor Howells advised members that documents provided with the agenda should be ready for approval and that there are a set of comprehensive documents. He thanked Councillor Harvey for the comments

that she had made and advised that they have been considered and amended appropriately. However, there were some comments that the consultants and the AONB did not agree with, including whether Ledbury Park should be listed in the Settlement Boundary.

Whilst Councillor Harvey appreciated the work that had been carried out by the Working Party and Councillor Howells, she felt that she had to look through the documentation with a critical eye, due to other councillors not providing comments. She advised that there were obvious mistakes in the documentation which could subsequently lose the confidence that residents have in the council to carry out the NDP. She subsequently asked the Chair of the committee to go through the comments she had submitted individually for consideration.

She asked if Councillor Howells could advise members what the implications for properties and premises that find themselves under the revised conditions in the town centre, whereas previously they were not.

Councillor Troy proposed that members go through the documentation to ensure that there are no errors and that members fully understand the proposed documents. Councillor Knight agreed with Councillor Troy and asked for a named vote at the end of the discussion.

Councillor Harvey referred members to her email that the Clerk circulated before the meeting and advised the below points:

1. The colouring of the maps, in particular the green and purple, were not clear and could cause confusion. This could also be an issue for members of the public who are colour blind.
2. Concerns with the settlement boundary options, due to the previous settlement Boundary being rejected by the Inspector (option number 2 on page 1818)
3. Concerns with the working to question 2a. There is a need to expand provision for sport rather than a high priority (Question 2a page 1819)
4. The proposed boundary on the Little Marcle Road should be a dotted line so it is clearer for residents to see (question 2b page 1819).
5. Changing Question 2d(i) to ***'Advancing more than one site to meet this requirement'***.
6. Concerns with the wording of question 3b on page 1821.
7. Concerns with the lack of pros and cons in relation to question 4a on page 1823.
8. Figure 6 reference to be mentioned at the start of Green Infrastructure to help residents make informed decisions on question 5.

Discussions on the above points made by Councillor Harvey.

Point 1 (Maps)

Councillor Howells advised that due to the leaflet being printed on A5 paper, it was agreed that the maps would be uploaded to the website where they could be enlarged. He advised that changing the colours would take more time and effort for the consultants however he will look into this.

The Clerk advised that there is an accessibility statement on the council's website and that the colours would have to be suitable for visitors who are colour blind.

Councillor Chowns noticed that some maps had larger margins than others and suggested changing the layout of the maps which could be made bigger and therefore clear to read. The Town Clerk advised that the staff in the office could look into this.

Councillor Whattler suggested that the employment and sporting land could be a spotted line to keep consistent with other maps.

Point 2 (Settlement Boundary)

Councillor Howells advised that some members of the public do not want a settlement Boundary, therefore option 1 should be available. He also advised members that the reason the inspector did not accept the settlement boundary was because they felt that there were not enough supporting documents available.

Councillor Harvey asked whether the NDP working party had addressed the comments made by the inspector last year. Councillor Howells advised that they had taken advice from professional consultants and that they have been addressed.

Councillor Howells reminded members of a recommendation that was made in the previous meeting of the Extraordinary Full Council meeting. He asked members for a named vote on whether to include a question in relation to proposing a route for a bypass to the north of the town to be protected. (Question 3a on page 1821). There has been strong advice received from consultants to remove the questions as Developers could challenge this in the future.

A named vote was taken after Councillor Bannister seconded the proposal from Councillor Howells to remove question 3a from the Issues and options document.

Agree

Councillor Troy
Councillor Bannister
Councillor Hughes

Councillor Harvey
Councillor Howells
Councillor Morris
Councillor Whattler
Councillor Chowns
Councillor Manns

Abstain

Councillor Vesma
Councillor Knight

Councillor Harvey suggested having a question asking whether people want to see a southern access protected increase its needed.

Councillor Howells agreed with Councillor Harvey's suggestion however was advised not to raise public expectations by consultants and Sam Banks at Herefordshire Council. He suggested that the replacement question be:

'Assuming it is technically feasible, which is not certain and despite the enquiry result. Do you think LTC should continue to press for second access under the Viaduct to be delivered at some point in the future.'

Councillor Harvey felt that Councillor Howells proposed question was not appropriate and proposed the following question to be presented as question 3a in the Issues and options document:

'Should an option to provide an additional access off the Hereford Road to the viaduct housing development be preserved for the future'.

A named vote was taken after Councillor Knight seconded Councillor Harvey's proposal.

Agreed

Councillor Troy
Councillor Vesma
Councillor Knight
Councillor Bannister
Councillor Hughes
Councillor Howells
Councillor Harvey
Councillor Manns
Councillor Whattler
Councillor Chowns

Point 3 (Employment and Recreation)

Councillor Harvey was unsure on the wording of question 2a on page 1817. She advised members that there was a proven need for more sporting land and suggested incorporating this into the question.

Both Councillor Vesma and Bannister advised that just because there was a proven need for sporting land, it did not mean that all residents would agree to it being a high priority. Councillor Vesma thought that it could be beneficial to give a list of priorities and ask residents to put them in order of priority.

Councillor Harvey suggested adding **'for this update'** at the end of question 2a.

Point 6 (Land North of the Viaduct and Railway Line)

Councillor Harvey proposed that question 3b is amended to read; ***'Do you support development to the eastbound platform of the railway station, platform services and extended carparking'.***

Suspension of Standing Orders

RESOLVED:

1. That Councillor Howells send the NDP maps to Council Officers to see whether it is possible to make them bigger and subsequently clearer.
2. That question 3a on page 1821 be removed from the Issues and Options document.
3. That the following question be included in the Options and Issues document as question 3a.

'Should an option to provide an additional access off the Hereford Road to the viaduct housing development be preserved for the future'.

4. That question 2a on page 1817 read ***'Do you agree that providing land to expand provision for a sport is a high priority for this update'.***
5. That Question 2d(i) on page 1820 be amended to read ***'Advancing more than one site to meet this requirement'.***
6. That question 3b is amended to read; ***'Do you support development to the eastbound platform of the railway station, platform services and extended carparking'.***
7. That members of the NDP add more information, including pros and cons to ensure that members of the public are able to make an informed decision on question 4a on page 1823.
8. That question 4b on page 1823 be amended to read; ***'Given the changes in retail type definitions, do you agree that there should be no planning terms differentiation between primary and secondary shop frontages and shops, restaurants and cafes, drinking establishments, financial and professional services, and that hot food takeaways be allowed within this combined frontage?'.***
9. That the proposed documents be approved by Full Council, noting that the NDP Working Party take Councillor Harvey's comments into consideration and amend appropriately.

C350

SUSPENSION OF STANDING ORDERS

Members were requested to suspend Standing Orders to consider confidential agenda item 6.

RESOLVED: That Standing Orders be suspended to allow an additional 30 minutes to discuss agenda item 6.

C351

TO CONSIDER HOW TO MANAGE COUNCIL MEETINGS BETWEEN 7 MAY – 21 JUNE 2021

Members were provided with information received from the society of Local Council Clerks in relation to how the council could manage its activities during the period 7 May – 21 June 2021 due to the current legislation being withdrawn.

Members were requested to confer delegated powers to the Clerk in conjunction with Chairs and Vice-Chairs for the period 7 May to 21 June 2021.

RESOLVED:

1. That delegated powers be given to the Clerk in conjunction with Chairs and Vice Chairs for the period of 7 May to 21 June 2021.
2. That it be noted that the next meeting of Annual Council Meeting will be rescheduled for 24 June 2021.

C352

DATE OF NEXT MEETING

RESOLVED: To note that the date of the next Annual Council Meeting will be held on Thursday, 24th June 2021.

The meeting closed at 10:17 pm

Signed
Town Mayor

Date

**MINUTES OF A MEETING
OF FULL COUNCIL COMMITTEE MEETING HELD ON
THURSDAY 27 MAY 2021
VIA ZOOM**

PRESENT: Councillors Bannister, Eakin, Harvey, Hughes, Howells, Knight, Manns, Morris, Troy, Whattler and Vesma (Chair)

IN ATTENDANCE: The Town Clerk – Angela Price

C353 APOLOGIES

Apologies were received from Councillor Chowns.

C354 DECLARATION OF INTERESTS

None received.

C355 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 22 APRIL 2021

Members were asked to receive and note the minutes of the extraordinary meeting of Full Council held on 22 April 2021.

Councillor Hughes noted grammatical errors in the minutes and the Clerk informed members that she would amend accordingly.

RESOLVED:

That the minutes of the meeting of Full Council held on 22 April 2021 be received and noted.

C356 HEREFORDSHIRE COUNCILLORS REPORT

A written report was received from Councillor Howells.

RESOLVED:

That the Ward Councillor report provided by Councillor Howells be received and noted.

C357 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

None received.

C358 TO RECEIVE MOTIONS FROM COUNCILLORS

The following motion was received from Councillor Harvey:

That Ledbury Town Council adopts the Hereford City Council approach to the presumed sequencing of Councillors for the civic honour of becoming Mayor of Ledbury.

Councillor Harvey explained that the Mayor and Deputy Mayor would be appointed on the basis of seniority of service with the Town Council. However, councillors who are due to be Mayor may defer for 1-4 years in succession or refuse the honour entirely.

Councillor Bannister felt that the above motion was unsuitable to discuss at the meeting due to Councillors having no voting rights. **Councillor Bannister proposed that an extraordinary meeting of Full Council is held where councillors are able to make a vote on Councillor Harveys motion.**

Whilst Councillor Eakin agreed with the above motion, he agreed with Councillor Bannister and suggested deferring the motion to an extraordinary meeting of Full Council where Councillors can vote.

Councillor Knight advised members that her preference would be to not defer the discussion, as the meeting was streamed on Facebook which allowed members of the public to be a part of the meeting. She felt that this was more transparent.

Councillor Morris seconded Councillor Bannisters proposal to not discuss the motion further.

Councillor Vesma proposed the following amendment to Councillor Bannisters proposal.

That each Councillor has an opportunity to discuss the motion provided by Councillor Harvey, and that an extraordinary meeting of Full Council is held when Councillors are able to vote.

Members were asked to take a named vote on the substantive proposal by Councillor Vesma.

FOR

**Councillor Eakin
Councillor Knight
Councillor Harvey
Councillor Hughes
Councillor Troy
Councillor Whattler
Councillor Vesma**

AGAINST

**Councillor Bannister
Councillor Manns
Councillor Howells
Councillor Morris**

The substantive proposal by Councillor Vesma was passed.

Each Councillor had the opportunity to discuss their views on Ledbury Town Council adopting Hereford City Council's approach to the presumed sequencing of Councillors for the civic honour of becoming Mayor of Ledbury.

Councillor Vesma strongly agreed with the motion and felt that it was a fairer and more democratic way for members to take turns to become Mayor.

Councillor Knight asked why the public could not vote for a mayor. Councillor Harvey advised that the public voted for all members to sit on the Council, and that it is written in the Local Government act 1972, that councillors vote on who the next mayor will be.

RESOLVED: That the above motion be deferred to an extraordinary meeting of Full Council for further discussion and vote.

The following motion was received from Councillor Manns:

That all essential workers who have worked through the Covid Pandemic are not only thanked but have their names recorded for future reference.

Whilst Councillors agreed with the motion put forward by Councillor Manns, there were some concerns with the logistics and how the names of essential workers would be obtained.

Councillor Manns suggested contacting business that stayed open throughout the Covid-19 pandemic, including large supermarkets and local garages.

Councillor Vesma suggested creating a nomination form and advertising it on the Ledbury Town Council website, and potentially a wall of thanks.

Councillor Hughes had some concerns, including what the definition of an essential worker was and potentially missing residents off the list. Councillor Whattler also had concerns with GDPR.

Councillor Manns suggested an E-Scroll, where names could be updated regularly and shared on the Town Councils social media sites and website.

Members agreed that the motion was a fantastic idea and understood the importance of recognising those who have worked tirelessly through the pandemic.

Councillor Harvey suggested deferring the motion to the relevant standing committee for further discussion.

RESOLVED: That the above motion be deferred to the next meeting of Environmental and Leisure Committee

Members were requested to receive and note the minutes of the Economic Development and Planning Committee held on 8 April and 13 May and to consider recommendations therein.

RESOLVED:

That the minutes of the Economic Development and Planning Committee held on 8 April and 13 May 2021 be received and noted.

C360

TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE

Members were requested to receive and note the minutes of a Resources Committee meeting held on 29 April 2021 and to consider any recommendations therein.

Councillor Hughes asked whether the new salary for the Community Development Officer has been analysed professionally. Councillor Harvey advised the new members of council that a recent organisational review has taken place where staff salaries have been taken into consideration.

The Clerk advised members that she would send a copy of the presentation that the new Community Development Officer presented to members of Resources.

RESOLVED:

That the minutes of the Resources Committee held on 29 April 2021 be received and noted.

C361

TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE

Members were requested to receive and note the minutes of a meeting of the Environment and Leisure Committee held on 20 May 2021 and to consider any recommendations therein.

Councillor Morris left the meeting.

RESOLVED:

That the minutes of the meeting of the Environment and Leisure Committee held on 20 May 2021 be received and noted.

CO-OPTION POLICY

Members were asked to give consideration to a suggested amendment to the Council's Co-option Policy.

Councillor Harvey asked members to consider either of the following processes being included in the Council's Co-option Policy:

- I. That all applicants are required to obtain two signatures from electors who reside within the ward the applicant wish to represent, this would be in line with the process when putting their name forward to stand in election.

OR

- II. That all applicants be required to obtain signatures from ten electors who reside within the ward the applicant wishes to represent, which is in line with the process for calling bye-elections.

Whilst Councillor Eakin agreed with the amendment to the Co-option Policy, he felt that it should be deferred to an extraordinary meeting of Full Council, where members can vote.

Councillor Vesma advised members that his preferred option was (I) and agreed with Councillor Eakin in relation to deferring to a meeting where members can vote.

Councillor Harvey asked whether it would be possible to approve all the draft minutes at the extraordinary meeting of Full Council as opposed to the Annual Council.

RESOLVED: That the suggested amendment to the Co-option Policy be deferred to the extraordinary meeting of Full Council.

OUTSIDE BODIES

No update received.

NEWSLETTER

The Clerk updated members on the summer edition Newsletter and advised members that they need to provide the Community Development Officer with their article by Monday.

RESOLVED: That the verbal update on the newsletter be received and noted.

C365

DATE OF THE NEXT MEETING

RESOLVED: that it be noted that the date of the next Full Council and the Annual Council meeting, will be scheduled for Thursday, 24 June 2021 at 7:30pm and will be held in the Burgage Hall.

The meeting closed at 21.24 pm.

Signed
Town Mayor

Date

DRAFT

EXTRAORDINARY FULL COUNCIL	23 JUNE 2021	AGENDA ITEM: 5
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Report prepared by Councillor Harvey – Deferred from an informal meeting of Council held on 27 May 2021.

NOTICE OF MOTION - PROPOSAL FOR CIVIC PROTOCOL - APPOINTMENT OF THE MAYOR

That Ledbury Town Council adopts the Hereford City Council approach to the presumed sequencing of councillors for the civic honour of becoming Mayor of Ledbury, and therefore with immediate effect the approach should become that:

APPOINTMENT OF MAYOR AND DEPUTY MAYOR

The Mayor and Deputy Mayor be appointed on the basis of seniority of service with the Town Council.

However, Councillors who are due to be Mayor may defer for a year, defer for two, three or four years in succession or refuse the honour entirely.

Where Councillors have equal length of service, names will be picked out of a hat to establish a Mayoral order of seniority.

In advance of a councillor's Mayoral Year it shall normally be the case that they have a year as Deputy Mayor. However, illness or other circumstance may require the Mayor being deputising for to step down prematurely. In such an event the Deputy will take the remainder of the resigning Mayor's year, and then their own Mayoral year in office.

Councillors may only be Mayor if they remain a Councillor in the year of their seniority. If the Deputy Mayor loses their seat in an election, or resigns it, they may not succeed to the Mayoralty.

If the Mayor loses their seat in an end of term May election they remain as Mayor only until Mayor-making.

A Mayor who resigns as a Councillor automatically gives up the Mayoralty at the same time and it succeeds to their Deputy.

An ex-councillor returning to the council should have their previous time in office taken into consideration, less the length of time they have been off the council, taken as the calculation for their seniority. Should this calculation result in a negative number, the returning councillor is treated as if they were a new councillor.

To become Mayor or Deputy Mayor each councillor must still receive the support of a majority of Councillors present and voting at a quorate and properly called Annual

Meeting of the Council, unless it is an appointment mid-term in which case it will be at a general meeting of the Council.

This will not only ensure that every elected councillor is given an equal opportunity to undertake the honour of the civic role of Mayor, but it will ensure that – under normal circumstances – all Mayors have received the opportunity of both training in the role of Deputy Mayor but also the opportunity to gain the confidence of their councillor peers during that deputy year.

Adopting this approach will also remove the behind-the-scenes politicking and manoeuvring which currently goes on and which is damaging to both the role and to the public confidence in the council.

**MINUTES OF THE EXTRAORDINARY MEETING OF
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE
HELD ON 09 JUNE 2021
VIA VIRTUAL MEANS**

PRESENT: Councillors: Eakin (Chair), Bannister, Harvey, Howells and Knight.

**ALSO
PRESENT:** The Town Clerk – Angela Price
Minute Taker – Olivia Bundy

F353 APOLOGIES

Apologies were received from Councillor Whattler.

F354 DECLARATIONS OF INTEREST

None received.

F355 PUBLIC PARTICIPATION

None received.

**F356 TO APPROVE AND SIGN AS A CORRECT RECORD THE
MINUTES OF THE FINANCE, POLICY AND GENERAL
PURPOSES COMMITTEE**

Members were requested to approve the minutes of the meeting of the Finance, Policy and General Purposes Committee held on 25 March 2021.

The Town Clerk advised members that minute number F284 on page 1419 should read 'Resolved' and not 'Recommendation'.

RESOLVED:

That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 28 January 2021 be approved and signed as a correct record, subject to the above amendment.

F357 ACTION SHEET

Members were provided with an up-to-date Action Sheet for the Finance, Policy, and General Purposes Committee.

RESOLVED: That the action sheet be received and noted.

F358

TO RECEIVE AND NOTE PAYMENTS MADE IN APRIL 2021

Members were asked to receive and note payments made in February and April 2021.

RESOLVED: That Members of the Finance, Policy and General Purposes Committee receive and note the payments made in April 2021.

F359

TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MARCH AND APRIL 2021

Members were asked to receive and note the record of receipts and payments for January and February 2021.

RESOLVED: That the record of receipts and payments for April 2021 be received and noted.

F360

TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE

Members were asked to receive and note the balance sheet and trial balance for month 12 and 1.

The Clerk advised members that month 12 of the balance sheet was for 2020/21 and did not show the earmarked reserves. She explained to members that this was done after the end close down.

Members agreed that the extra documents provided for the meeting, in particular appendix 4, was very useful for the meeting to confirm breakdown of current assets. Councillor Harvey asked whether it would be possible to include the balance sheet in future Finance, Policy and General Purposes meetings.

There was a discussion on how the council could be more transparent and helpful when providing figures to the public. It was agreed that the breakdown of general reserves could help explain why the precept may have been increased/decreased. Councillor Howells suggested uploading accounts and auditing regulations onto the council's website, so residents have something to refer to.

Councillor Knight left the meeting at 19:31

RESOLVED:

1. That the Balance Sheet and Trial Balance for months 12 and 1 be received and noted.
2. Councillor Harvey suggested that councillors spend time at a future meeting going through the corporate plan and the earmarked reserves to identify the projects that the council want to deliver.
3. It was agreed that at the next meeting of Finance, Policy and General Purposes committee, members go through previous accounts and identify the funds in the general fund that relate to earmarked reserves. It was also agreed that members identify what special projects funds need to come out of the general fund and back into the lines of the special budget.

F361

TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH AND APRIL 2021

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliations for March and April 2021, confirming that these had all been in order.

RESOLVED: That it be noted that the Bank Statements and Reconciliations had been signed by the Chairman of Finance, Policy and General Purposes in accordance with Financial Regulations.

F362

SUSPENSION OF STANDING ORDER 3(X)

Members were requested to suspend Standing Order 3(X) to consider agenda item 11.

RESOLVED: That Standing Order 3 (X) be suspended to allow an additional 30 minutes to discuss agenda item 11

F363

2020/21 BUDGET MONITORING

Members had been provided with a set of budget papers for the year 2021/22

There was some confusion as to whether the figures that were presented in the Budget Heading 2021, appendix 5, included the virements that had been agreed in the current financial year. The

Clerk advised that she would be contacting RBS to clarify and will book some in person training for herself and the Accounts Clerk.

Councillor Harvey reminded members that due to covid-19 and the council not being able to do as many special projects as anticipated, the council were able to cover some of the unexpected costs from the Bloor Homes planning appeal. It was noted that this virement should show up in the annual statement of accounts. The Clerk advised that she would create a report to coincide with the detailed income and expenditure report for residents and the auditor.

RESOLVED:

1. **That the Budget Monitoring report be received and noted.**
2. **That the Clerk contact RBS Accounts to ask the following questions for clarification:**
 - I. **Are the transfers to the general fund included in the total assets - £292.265 on page 1472.**
 - II. **Do the council show the earmarked reserves and if so, are they included in the total assets - £292.265 on page 1472.**

F364

YEAR END REPORTS TO 31 MARCH 2021, TO INCLUDE THE ANNUAL RETURN

Members were provided with the year end reports to 31 March 2021, which included the Annual Return.

The Clerk advised members that a total of £104,887 was transferred from the general reserve to the budget in respect of professional fees, this movement is identified at the end of the detailed income and expenditure by budget heading report on page 1481.

Councillor Harvey asked if the Governance statement was completed before the deadline last year, 2020. The Clerk was sure that the council met the deadline. However, she advised that she would check and report back to the next meeting.

The Clerk advised that the council would need to go out to tender for a new internal auditor as the three-year contract with Ian Selkirk ends this year. Councillor Harvey suggested asking for a quote from Green Door accounting and that it is written in the specification that the council need two reviews.

Members went through the Annual Governance statement and the following was decided in tick box style.

Box 1 – YES

Box 2 – YES

Box 3 – YES

Box 4 – YES

Box 5 – YES

Members asked that it be noted that the council are making progress with the special audit report. However, it is yet to be completed.

Box 6 – YES

Box 7 – YES

Box 8 - YES

Members asked that it be noted that the council are aware that there could be financial implications from the Bloor Homes Appeal but that the Council consider they have sufficient funds in the general reserves if needed.

Box 9 – N/A

RECOMMENDATION: That the completed Annual Governance statement be agreed at the meeting of Annual Council on Thursday, 24 June 2021, subject to further advice being received from RBS.

F365

DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Finance, Policy and General Purposes Committee will be agreed at the Annual Council on 24 June 2021.

The meeting closed at 9.05 pm.

Signed..... Dated

DRAFT

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

08.12.2020

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F247	That the Clerk be authorised to obtain valuations in respect of the various parcels of land owned by LTC	TC		Clerk to meet with valuer on the reduction of Covid restrictions	In progress
F251(1)	That the Asset Register be added to the Annual Business Plan	TC			In progress
F252(1)	That Members review the attached information, noting that the Clerk be requested to include detail on how LTC document the removal of individuals upon request.	TC			In progress

Minute	Action	To be	Date	Comments	Status
F264(1)	RECOMMENDATION: That Members of the FP&GP Committee recommend the approval of the draft 2021/22 budget, and that a request be sent to Herefordshire Council for a precept of £571,081, and annual increase of £16.30, which equates to 10.51% (£1.36 per month per Band D equivalent property)	TC	04.02.2021	On full council agenda	Completed
F264(2)	RECOMMENDATION: That Council agree the movements to/from reserves at the end of the 2020/21 financial year, as detailed in the additional information (subject to any changes prior to year end)	TC	04.02.2021	On full council agenda	Completed
R264(3)	RECOMMENDATION: That it be noted that should the additional £10,000 be required by the NDP Working Party, that this will be made available from within the Council's general reserve.	TC	04.02.2021	On full council agenda	Completed
F265(1)	That the conclusion of Audit 2019/20 report be submitted to the meeting of FC on 04.02.2021	TC	04.02.2021	On full council agenda	Completed
F266	That the Council become a member of HGN at a cost of £50 pa	TC			Completed

F267(1)	That members of the FP&GP Committee decline the grant application of £500 or less to the Traders Association	TC	08.02.2021	Chair of Traders Association advised of outcome	Completed
F267(2)	That Members of the FP & GP Committee agree to the grant of £500 to Cobalt	TC		To be paid in April 2021	In progress
F267(3)	That Members of the FP&GP Committee decline the grant application for £2,000 to the Ledbury Community Hall	TC	08.02.2021	Applicant advised of outcome and provided with the link for Hereford Council Covid grant funding	Completed
F267(4)	That Members of the FP & GP Committee agree the multi-year grant application to Community Action Ledbury	TC	08.02.2021	Application advised of outcome and asked for BACS details - To be paid in April 2021	In progress
F268(2)	That Members of the FP&GP Committee agree to delay the three-year grant awarded to LYAS in 2019/20 until such time the group recommence their operations.	TC		2020/21 Payment carried over to 2021/22 financial year and beyond if necessary due to Covid and no meeting space	On-going
F269(1)	RECOMMENDATION: That Members of the FP&GP Committee recommend to FC the payment of out-of-pocket expenses to councillors	TC	04.02.2021	On full council agenda	Completed
F269(2)	RECOMMENDATION: That Members of the FP&GP Committee recommend to FC the adoption of the draft Cllr Remuneration Policy, subject to an amendment to point 4c on page 1281.	TC	04.02.2021	On full council agenda	Completed
F269(3)	That Members of the FP & GP committee recommend to FC that the Financial Regulations be amended to include detail on the reimbursement of expenses to Cllrs	TC	04.02.2021	On full council agenda	Completed
F270	That the TC be instructed to obtain the costs for Dunlop Heywood to investigate whether the Council have been overpaying on business rates, should the claim be proven	TC		Several messages left via phone and email with no call backs	In Progress
F271	That the following be included in the "Failure to maintain privacy of CIC Information": "That staff and councillors receive regular training refreshers in respect of Data Protection requirements	TC		GDPR Training held on Monday, 25 January 2021	On-going
F272	That a RECOMMENDATION be made to FC that the Document Retention and Special Leave Policies be adopted	FC	04.02.2021	On full council agenda	Completed

F273(1)	That the TC arrange a meeting between members of the ICT Working Party and Bradley from Advansys	TC		Meeting held - work to be carried out by designer to get ready to go live - once completed a further meeting will be held prior to going live	Completed
F273(2)	That Cllrs Knight and Eakin join the ICT WP to ensure a quorate meeting with the website designer to enable the new website to progress.	TC	29.01.2021	Cllrs Knight & Eakin added to ICT WP membership	Completed

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

09.06.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F363	<p>That the Clerk ask contact RBS Accounts to ask the following questions for clarification:</p> <p>I.Are the transfers to the general fund included in the total assets - £292.265 on page 1472.</p> <p>II.Do the council show the earmarked reserves and if so, are they included in the total assets - £292.265 on page 1472.</p>	TC & AC		Accounts Clerk has arranged meeting with RBS	

**MINUTES OF A MEETING OF THE
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
HELD ON 10 JUNE 2021
VIA ZOOM**

PRESENT: Councillors Chowns, Howells, Manns and Morris (Deputy Chairman)

IN ATTENDANCE: Angie Price – Town Clerk
Lisa Fisher – Ledbury Resident

P431. APOLOGIES

Apologies were received from Councillor Bannister, Councillor Harvey, Councillor Knight

P432. DECLARATIONS OF INTEREST

No declarations of interest were received.

P431. PUBLIC PARTICIPATION

The Clerk had received a letter from Maria Cholerton detailing concerns over the proposed development of 31 apartments at Market St.

Councillor Morris requested that a copy of the letter be uploaded onto the website.

**P432. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE OF 13 MAY
2021 AS A CORRECT RECORD**

RESOLVED: That the minutes of the Economic Development and Planning Committee held on 13 May 2021 be received and noted.

P433. ACTION SHEET

Members were provided with the Economic Development and Planning Action Sheet.

The Town Clerk updated Councillors on the progress of the Action sheet, including the licence to cultivate.

P434. PLANNING CONSULTATIONS

1. Planning Application 204577 – Former Auction Rooms, Market Street, Ledbury, Herefordshire

Mrs Fisher, currently residing at Hawthornes, raised concerns over the height of the development and how close the development is to the existing property boundaries and lack of parking. The Town Clerk confirmed that an extension to the planning decision had been granted, however the date of extension has not yet been confirmed. Councillor Howells suggested arranging a meeting between councillors and Planning Officers and residents to discuss their concerns and objections to the development.

RESOLVED: That the Town Clerk, in conjunction with the Chairman of Economic Development and Planning committee, organise a meeting with Planning Officers and residents to discuss concerns with the above planning application.

2. Planning Application 210627 – Ledbury Heritage Centre, Church Lane, Herefordshire, HR81DW

RESOLVED: NO OBJECTION

3. Planning Application 211083 – Land adjacent to Martins Way, Ledbury

RESOLVED: NO OBJECTION

4. Planning Application 211090 – Land adjacent to Martins Way, Ledbury

RESOLVED: NO OBJECTION

5. Planning Application 211301 – Smiths Motors Ledbury, Coach Garage, The Homend, Ledbury, Herefordshire, HR8 1BA

RESOLVED: NO OBJECTION

6. Planning Application 211377 – Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX

RESOLVED: NO OBJECTION

7. Planning Application 211378 – Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX

RESOLVED: NO OBJECTION

8. Planning Application 211553 – Granny Smiths, Woodleigh Rd, Ledbury, Herefordshire

RESOLVED: NO OBJECTION

9. Planning Application 211908 – Worcester Rd, Ledbury, Herefordshire

RESOLVED: NO OBJECTION

P435. PLANNING DECISIONS

Members were provided with an up-to-date Planning Decisions table.

Councillor Manns noted that there was still an error on one of the planning applications. The clerk advised that she would change this for the next meeting of Economic Development and Planning Committee.

P436. REQUEST FOR MEETING FROM TURLEY IN RESPECT OF THE DEVELOPMENT TO THE SOUTH OF LEDBURY

RESOLVED: That a meeting with Turley be arranged for Tuesday, 6 July 2021.

P437. SECTION 106 TOWN/PARISH WISH LIST INFORMATION

Members were provided with information on the Section 106 Town/Parish Wish List Information.

The Clerk advised members that in the future, information on the 106 wish list will be sent annually. She confirmed that when reviewing planning applications and sending the response to the planning department, there is a box to complete where you can have a say on what you would like to see with the Section 106 money to help with the local area and infrastructure.

P438. TO NOTE THAT THE DATE OF THE NEXT MEETING OF THE ECONOMIC DEVELOPMENT & PLANNING COMMITTEE IS SCHEDULED FOR 8 JULY 2021 SUBJECT TO AGREEMENT OF THE SCHEDULE OF MEETINGS AT THE ANNUAL COUNCIL MEETING ON 24 JUNE 2021.

It was agreed that the next meeting of Economic Development and Planning will take place face to face, as long as restrictions are lifted by 21 June 2021.

The Meeting ended at 8:35pm

Signed

Dated 10/7/21

ACTION SHEET

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
2020					
P258	That the Council agree to share the LSCA and site assessment work with HC when completed	TC/NDP			On completion of NDP
2021					
P341	That LTC agree to Barratts being issued a Licence to Cultivate the roundabout on Leaden Way, noting that the roundabout must be cultivated until they have completed all house sales on site	DTC	29.04.2021	Waiting on response from HC in respect of proposed design - chased FM again 03.06.2021	In Progress
p367(3)	That Members of the Economic Development and Planning committee authorise the the Town Clerk to investigate whether Highways UK would offer a discount to supply and fit brown tourism signs on the outskirts of Ledbury.	TC		Information obtained and to be report to a future meeting	Completed
P383(3)	That the Town Clerk liaise with Councillor Harvey to set up a working party to produce a delivery plan for the Corporate Plan.	TC			In progress
P407(2)	That the Clerk contact Herefordshire Council in relation to the condition of the footpath from Gloucester Road roundabout to Parkway	TC	07.05.2021	Reported to HC	Completed

P410	That the MP WP prepare a briefing paper in relation to the Section 106 contributions from the Viaduct Site, using the information in Councillor Harvey's recent Ward report and the information available on HC website in respect of S106 to summarise what the S106 contributions will be from the Viaduct Site	MPA WP		Meeting to be arranged	In-progress
P412	That the access Audit Report be referred to the Market House Working Party for further discussion and recommendations	MH WP		Meeting to be arranged	In-progress
P434(1)	That the Town Clerk, in conjunction with the Chairman of EDP, organise a meeting with Planning	TC JB		Meeting to be arranged	In-progress
P436	That a meeting with Turley be arranged for 6 July 2021.	TC JB		Meeting to be arranged	

EXTRAORDINARY MEETING OF FULL COUNCIL	23 JUNE 2021	AGAENDA ITEM: 8
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Report prepared by Angela Price – Town Clerk – Deferred from an informal meeting of Council held on 27 May 2021

CO-OPTION POLICY

Purpose of Report

The purpose of this report is to ask Members to give consideration to a suggested amendment to the Council's Co-option Policy.

Detailed Information

During the recent co-option process a question was raised with the Clerk by Councillor Harvey on whether when applying for co-option applicants are required to obtain two signatures on their application, from the ward they wish to represent.

The Clerk advised that Local Government Law is silent on this matter and that she had been advised by the Society for Local Council Clerks (SLCC) that it is for each Council to decide on what they wish to have in their policy.

Councillor Harvey has asked that Members give consideration to either of the following processes being included in the Councils Co-option Policy:

1. That all applicants are required to obtain two signatures from electors who reside within the ward the applicant wish to represent, this would be in line with the process when putting their name forward to stand in an election.

Or

2. That all applicants be required to obtain signatures from ten electors who reside within the ward the applicant wishes to represent, which is in line with the process for calling a bye-election.

Recommendation

That Members give consideration to the above information and resolve whether to make an amendment to the current co-option policy in respect of the need for signatures to be obtained by all future co-option candidates.

